

Prerequisite Program Checklist

Instructions: Complete this checklist to identify which prerequisite programs you have implemented in your school district and which ones need to be implemented. There may a prerequisite program listed that may not be applicable (N/A) to your school district.

Prerequisite Program	Yes	No	N/A
Supplier Control			
Letter on file from all vendors stating that they have a HACCP program or follow good manufacturing practices			
Equipment Installation and Maintenance			
Equipment is installed properly			
Equipment maintenance schedules are in place and documented			
Calibration schedules are in place and documented			
Cleaning and Sanitation			
Written procedures for cleaning and sanitizing equipment and facility are in place and documented			
Cleaning and sanitizing procedures are followed			
A master cleaning and sanitation schedule is in place			
Personal Hygiene			
Written policy and procedures for personal hygiene for employees and all visitors (vendors, teachers, students, etc.) are in place and documented			
Personal hygiene policy and procedures are followed by every person who enters the production or service area			
Training			
An orientation program on food safety for new employees is in place and documented			
An on-going training program on food safety and HACCP is in place and documented			



Prerequisite Program	Yes	No	N/A
Chemical Control			
All chemicals are separated from food products (either in a separate storage area or in an area in storeroom well away from food)			
Written procedures to ensure separation of chemicals from foods are in place			
MSDS forms are available for each chemical stored			
Receiving, Storing, and Transporting			
All products are stored under sanitary conditions			
All products are stored in areas with appropriate temperature and humidity			
Traceability and Recall			
All food products are dated when put into storage			
Pest Control			
A pest control program is in place			
Pest control is done by a licensed pest control operator			
Documentation of pest control procedures is in place			
Food Temperature Control			
Food temperatures are maintained and monitored			
Time potentially hazardous food (PHF) spends in the temperature danger zone is monitored			

There should be standard operating procedures (SOPs) related to each of the prerequisite programs. The SOPs will describe: what tasks are to be done, when the tasks will be done, who will complete the tasks, standards that must be met, and how the completion of the task will be documented. Documentation forms are needed to record actions and to identify corrective action taken if standards are not met.

